

NS Financials Purchasing & eProcurement Cheatsheet

@ 27 June 2007

Online Training Tool link: <http://training.nss.unsw.edu.au/toc.html>

Relevant Training Modules
eProcurement Fundamentals
Purchase Order Fundamentals
Accounts Payable Inquiries

When to Use eProcurement versus Purchasing?

- If the Vendor is an eProcurement Vendor, raise your order via the eProcurement menu in NS Financials
- If they are not, raise your order via the Purchasing menu in NS Financials.

Both eProcurement and Purchasing are done via the upgraded NS Financials system (no longer 2 separate systems).

How Do I Tell If the Vendor is an eProcurement Vendor?

Mostly, you get to know who is what eg Corporate Express, STA Travel, Anywhere Travel are all eProcurement Vendors.

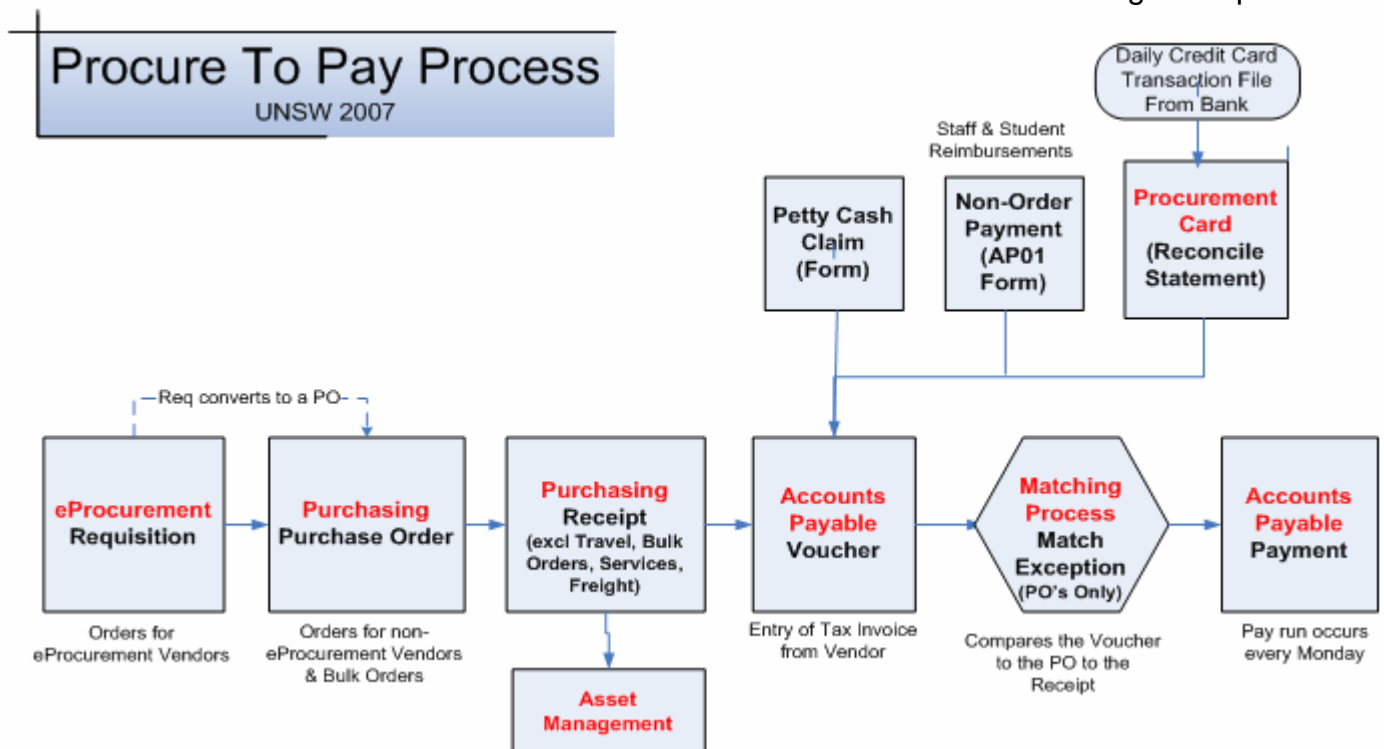
A list of eProcurement Vendors is available on the FSD website. Go to: www.fsd.unsw.edu.au. Click on Training, scroll down to the Other Handy Links table and a link is available there.

As a simple guideline:

If you go to raise a Purchase Order via the Purchasing menu, and the Dispatch Method = eProc, then they are an eProcurement Vendor. Cancel out of your purchase order and navigate to the eProcurement menu → Create Requisition.

What's the Difference Between eProcurement and Purchasing?

The only difference is that eProcurement starts as a Requisition. Then, once dispatched, it is converted into a Purchase Order. It is then treated the same as a Purchase Order thereafter eg for inquiries etc.



Purchasing Category Codes

When creating your Requisition or Purchase Order, a Category Code needs to be selected for each line in your order.

These are divided into 2 groups:

- **Assets:** when buying an Asset, you must select a code from the Assets list
- **Non-Assets:** when buying a Non-Asset, you must select a code from the Non-Asset list

Category Codes default the GL Account for you. The GL Account for Non-Assets may be changed if required, but do not change the default GL Account for Assets.

If 6000 is defaulted, this is invalid and always needs to be changed, otherwise you will get an error.

A list of the Purchasing Category codes is available on Page 7 below. Stick this on your wall for easy reference.

Assets

Assets can only be purchased using a Purchase Order. The Purchase Order for assets can be created via eProcurement or Purchasing.

Therefore:

- Assets can no longer be bought using your Procurement Card
- Assets can no longer be bought and then paid via an AP01 (will be rejected for payment)

Unless they are bought using a Purchase Order, there is no way of entering the Asset Management information eg owner, tag no, serial no, asset location, dept etc.

If they are accidentally bought by a method other than a Purchase Order, you will need to contact Colleen Ringe or Bill Van Kalken in Chancellery and have them add the Asset Details manually into the Asset Management system. Emails: c.ringe@unsw.edu.au or w.vankalken@unsw.edu.au

How to get a new Vendor Added or an old Vendor Re-Activated

Fill in a Vendor Creation/Amendment Request Form available on the Finance website and send it to UNSW Accounts Payable in Chancellery, Kensington or Finance at ADFA.

How to add an Email Address to a Vendor to Change Their Dispatch Method to 'Email'

Filling in a Vendor Creation/Amendment Request Form is not required. Instead, send an email to aphelp@unsw.edu.au (UNSW Accounts Payable in Chancellery, Kensington) or to Finance at ADFA and ask them to add the email to the Vendor record for purchase orders. Quote the Vendor ID and the Vendor Location/Address IDs. Accounts Payable will update the Vendor for you.

Dispatching Purchase Orders

There are 3 Dispatch Methods available:

- **Email**
The PO is automatically emailed to the Vendor within 2 hours from 8:30am – 6:30pm Monday-Friday (once it has passed Budget Checking and has been Approved).
- **Print**
Once the PO has passed Budget Checking and has been Approved, there are 3 more manual steps required:
 1. Manually dispatch the PO
 2. Print the PO via the Process Monitor
 3. Fax the hard copy print out to the Vendor

- eProc

If the Vendor has this method displayed, they are an eProcurement Vendor. You need to cancel out of the Purchase Order and create a Requisition via the eProcurement → Create Requisition menu. Otherwise your order will not be dispatched anywhere – it will just sit there.

The Dispatch Method is setup on the Vendor record and will default onto the Purchase Order.

If a Vendor has provided you with an email address to send POs to, email the Vendor ID and the email address to Accounts Payable in Accounting Services so that the Vendor can be updated to the Email dispatch method (saves you approx 10 mins per PO).

Dispatching eProcurement Requisitions


Requisitions are automatically converted into Purchase Orders and dispatched to the Vendor every hour between 8am – 6pm Monday-Friday (once it has passed Budget Checking and has been Approved). When inquiring on your order with any eProcurement Vendor make sure you quote the Purchase Order ID (and not the Requisition ID).

Finding a Requisition's Purchase Order ID

You will receive an automated email advising you when each Requisition has actually been dispatched to the Vendor. This email also includes the Purchase Order ID.

Another way to find the PO ID for a Requisition is to do an online inquiry via the Manage Requisition page. Click on the Requisition Name and then click on the PO Information triangle (refer to online training) for details.

Alternatively, you can run a report - Requisition to PO Xref Report. See the navigation below:

	<p>Provides purchase order item usage information by catalog or vendor.</p> <p>Requisition To PO Xref Provides information about selected requisitions and the purchase orders that were created from them.</p> <p>Requisition Costing Summary Provides GL business unit, account and department information summarized by requisition.</p> <p>Requisition Cost Distribution Detail</p>
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You will need the PO ID prior to printing your own copy of the purchase order, and for quoting to the Vendor (Supplier).

Printing a PO

There are 2 ways to print a Purchase Order:

- **Dispatch Method = Print**
 - Navigation: Purchasing → Purchase Orders → Add/Update POs
 - Print by clicking the **Dispatch** button on the Purchase Order page as this prints the PO with the Terms & Conditions clause included.
 - Navigate to the Process Monitor, click PODISP, click POPO005, View Log/Trace, click the XXXXXXXXXXXX.PDF file.
 - Fax the hard copy PO to the Vendor.
- **Dispatch Method = Email or eProc**
 - Navigation: Purchasing → Purchase Orders → Review PO Information → Print PO
 - This is for internal purposes only (NOT to be sent to the Vendor) as it does not contain the Terms & Conditions clause.

Receipting

ALL tangible goods purchased via eProcurement and Purchasing must be Receipted. This means that you need to create a Receipt transaction in the NS Financials system and it is recommended this is done within 48 hrs of your goods and assets being delivered. Do not receipt goods or assets which are damaged, missing or not in good working order.

Therefore assets and non-assets ie any purchases over or under \$2000, must ALL be receipted, including Corporate Express orders.

Purchases which do not require receipting are:

- Services (non-tangible products)
- Travel
- Bulk Orders

Freight does not require receipting unless it is part of an Asset.

Receipting is driven by the Category Code that you select for each Requisition or Purchase Order line.

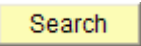

If goods are not receipted, the Vendor's invoice will go into Match Exception and will not get paid.

How to Look Up Match Exceptions

If your order has any Match Exceptions, the Vendor will not be paid. All buyers are responsible for checking and resolving any match exceptions on their purchase orders.

Navigation: Accounts Payable → Review Accounts Payable Info → Vouchers → Match Manager

On the search page, put in the following criteria:

- **From Business Unit: & To Business Unit:** the Accounts Payable unit who pays your invoices eg SMFSD (if chancellery)
- **Match Status:** select Exceptions
- **Buyer:** select your own User ID or that of any colleague in your area who purchases goods and services
- Click 
- If no results come up, good – you have no exceptions. If results do come up, click on the  under the Exceptions Log column heading to review the error reason.
- Provide instructions to Accounts Payable as to what to do about the exception etc.

For more information, refer to the Online Training Tool topics.

For assistance with resolving match exceptions, please contact the Accounts Payable Helpdesk on 53356 or aphelp@unsw.edu.au or if you are from ADFA, contact ADFA Finance Dept.

Working Out The ExGST Price (to enter on your order)

All prices entered on a purchase order or requisitions should be the price BEFORE GST is added, ie the exclusive GST price. The NS Financials system then adds any GST separately when totaling up the order.

If you need to work out the price including GST: Multiply the Exclusive GST price by 1.1

If the Exclusive GST price is \$100 then the Inclusive GST price is $\$100 \times 1.1 = \110




If you need to work out the price excluding GST: Divide the Inclusive GST price by 1.1

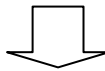
If the Inclusive GST price is \$110 then the Exclusive GST price is $\$110 \div 1.1 = \100

Purchasing Process Steps in NS Financials

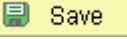


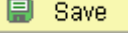
Create a Purchase Order

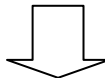
Navigation: Purchasing → Purchase Orders → Add/Update POs → Check the Business Unit is correct, click Add

1. Select the vendor. If required go to [Vendor Details](#) to select a different Vendor Location
2. Check what the Dispatch Method is
(if eProc – cancel out and create in eProcurement)
3. Optional: default the Budget/Project to be charged on all lines – link [PO Defaults](#)
4. Enter the Description / Category Code / Price for each product line
(leave the Item field blank – use the description field only)
(Category Code lookup use Code > A)
5. Check the schedule details for the Ship To address – icon  for each line
6. Review & update the Distribution (GL Account) details – icon  for each line
7. Add line comments (if applicable) – icon 
8. Or add comments for the whole PO – link [Add Comments](#)



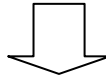
Perform 4 Actions

1. Save 
2. Budget Check – icon . Fix any errors, Status must = Valid.
3. Click the Green Approval Tick 
4. Re-Save . Make sure the green tick has disappeared.




Approve Purchase Order (if above financial delegation or \$2,000)

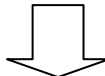
An email is sent to the approver, an email is sent back to buyer when approved.



Dispatch the PO

If Dispatch Method = Email no further action required (automatically emailed within 2 hours of approval)

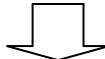
If Dispatch Method = Print, once approved, open up the PO, manually click  button, then print the PO via the Process Monitor & manually fax it to the supplier



Receipt Delivered Goods

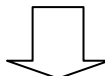
Create A Receipt Transaction for ALL purchases.
Exceptions are: Travel, Services, Bulk Orders, Freight.

If it is an Asset enter all Asset information, via the pending link 



Send Tax Invoice to Accounts Payable

Remember: no receipt transaction, no payment by AP.
Mark as OK to pay or what amount can be paid, make sure the POID is on the Invoice.



Check for & resolve any Match Exceptions



Invoice Paid By Accounts Payable

Online Training Tool (UPK) – Refer To Topics Under: Purchase Order Fundamentals

eProcurement Process Steps in NS Financials

Create a Requisition

Navigation: eProcurement → Create Requisition


1. Confirm Business Unit and Buyer Name, enter a Requisition Name, click Continue

2. Click the relevant Tab for the product source

eg **Web** (for roundtrip),

Catalog (if a catalogue item) or **Special Request**

- Click on Vendor Name
(you will be directed to their online shopping website)
- Find and select the relevant item(s)
- Complete Order/Checkout/Return Cart

- Find and select the relevant item(s)
- Enter quantity
- Click  to add this item to your requisition

- Click **Special Request - Goods**
- Type in the details of the item you are purchasing
- Select Category Code (Category Code lookup use Code > A)
- Select eProcurement Vendor Name, enter details
- Click **Add Item** to add this to your requisition

3. Click on the Review & Submit Link -  **Review and Submit**

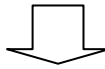
4. Review & update the Ship To Location, and Distribution (GL Account) for each requisition line – icons  then 

5. If you ordered an asset via the Web tab (RoundTrip), you will need to MANUALLY enter 3 extra things:

1. GL Account
Click tab **Asset Information**
2. Asset Management Business Unit
3. Category Code in the Asset Profile ID field

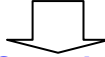
6. Add line comments for individual items (if applicable) – icon 

7. Optionally, add comments for the whole requisition - **Justification/Comments**




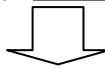
Budget Check

Click on  **Check Budget**, fix any errors, status must = Valid



Save & Submit Requisition

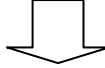
Click on  **Save & submit**



Approve Requisition

(if above financial delegation or \$2,000)

An email is sent to the approver, an email is sent back to buyer when approved.



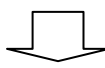
Purchase Order Created & Dispatched Automatically
Vendor Retrieves Purchase Order & Fulfills Order /
PO downloaded into Vendor's Ordering System & Fulfills Order



Receipt Delivered Goods

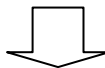
Create A Receipt Transaction for ALL purchases.
Exceptions are: Travel, Services, Bulk Orders, Freight.

If it's an asset, enter all asset information, via the pending link 



Send Tax Invoice to Accounts Payable

Remember: no receipt transaction, no payment by AP.
Mark as OK to pay or what amount can be paid, make sure the POID is on the Invoice.



Check for & resolve any Match Exceptions



Invoice Paid By Accounts Payable

Online Training Tool (UPK) – Refer To Topics Under: eProcurement Fundamentals

Requisition and Purchase Order Line Category Codes

Purchasing Category Code	Category Description	GL Account Defaulted	Receiving Req'd?	Asset Mgmt Profile ID	Asset Mgmt Profile ID Description	Usage
Non-Assets						
Use a non-asset category code on each purchase order/requisition line when purchasing items under \$2000 each ex GST.						
BULK	Bulk Purchase - Taxable	6000*	N			Used when creating a Bulk PO with GST.
BULK_FREE	Bulk Purchase - GST Free	6000*	N			Used when creating a Bulk PO with no GST.
COMP_NONASSET	Computers (Non-Asset)	5210	Y			Used when creating a PO for computer equipment under \$2000 ex GST (ie is not an asset and does not need a Tag).
EQ_NONASSET	Equipment (Non-Asset)	5211	Y			Used when creating a PO for Plant & Equipment (but not Furniture) under \$2000 ex GST (ie is not an asset and does not need a Tag).
FREIGHT	Freight	6631	N			Used when entering a freight line on the PO. (If the freight relates to an Asset then the freight cost needs to be included in the Asset cost and therefore, this Category should not be used.)
GOODS	Goods - Taxable	6000*	Y			Used when creating a PO for all general goods with GST, excludes Computers & Equipment under \$2000. - Includes furniture which is no longer regarded as an Asset - use Account 5600. - Includes desktop software (not regarded as an Asset) - use Account 5260. - Includes any equipment purchased for and owned by a Research Granting Body regardless of price (all are considered non assets) - use Account 5638.
GOODS_FREE	Goods - GST Free	6000*	Y			Used when creating a PO for goods with no GST.
SERVICE	Service - Taxable	6000*	N			Used when creating a PO for services with GST.
SERV_FREE	Service - GST Free	6000*	N			Used when creating a PO for services with no GST.
TRAV_DOM	Travel - Domestic Fares	7001	N			Used when creating a Domestic Travel PO for air fares.
TRAV_DOM_ACCOM	Travel Domestic Accomodation	7007	N			Used when creating a Domestic Travel PO for accomodation costs
TRAV_DOM_CONF_REG	Travel Domestic Conf Reg Fees	7008	N			Used when creating a Domestic Travel PO for conference registration fees
TRAV_DOM_OTH_FARES	Travel Domestic Other Fares	7010	N			Used when creating a Domestic Travel PO for other fares eg hotel transfers etc.
TRAV_INT	Travel - International Fares	7103	N			Used when creating an International Travel PO for air fares.
TRAV_INT_ACCOM	Travel International Accom	7107	N			Used when creating an International Travel PO for accomodation costs
TRAV_INT_CONF_REG	Travel International Conf Reg	7108	N			Used when creating an International Travel PO for conference registration fees
TRAV_INT_OTH_FARES	Travel International Oth Fares	7110	N			Used when creating an International Travel PO for other fares eg hotel transfers etc.
	6000*	Note: this is a default value only and is invalid. You always need to change it to the appropriate GL Account for the purchase order line.				
Assets						
Use an asset category code on each purchase order/requisition line when purchasing items over \$2000** each ex GST.						
ARTWORK	Artwork	5400	Y	ARTWORK	Artwork	Used only by the Art Curator when purchasing artwork for the official collection, where capitalised (over \$5000 ex GST). All other artwork to be categorised as Goods.
ART_NONC	Artwork - Non-Capitalized	5400	Y	ART_NONC	Artwork - Non-Capitalize	Used only by the Art Curator when purchasing artwork for the official collection, where non-capitalised (between \$2000-4999 ex GST). All other artwork is categorised as Goods.
BLDG_SA&RP	Student Accom & Residential	5103	Y	BLDG_SA&RP	Student Accom & Residential	Used when purchasing buildings for students.
BUILDINGS	Buildings	5100	Y	BUILDINGS	Buildings	Used when purchasing buildings.
COMP_CAP	Computer Equip - Capitalized	5200	Y	COMP_CAP	Computer Equip - Capitalized	Used when purchasing computer equipment that is capitalised (ie over \$5000 ex GST).
COMP_NONC	Computer Equip - Non-Capitaliz	5200	Y	COMP_NONC	Computer Equip - Non-Capitaliz	Used when purchasing computer equipment that is not capitalised (ie between \$2000-4999 ex GST).
COM_NETWAP	Network Applications	5250	Y	COM_NETWAP	Network Applications	Used when purchasing campus-wide network applications.
COM_NETWORK	Campus - Wide Network	5200	Y	COM_NETWORK	Campus - Wide Network	Used when purchasing campus-wide network equipment.
EQ_CAP10YR	Lab-Photo-AV-Gard Capital 10yr	5630	Y	EQ_CAP10YR	Lab-Photo-AV-Gard Capital 10yr	Used when purchasing equipment (but not photocopiers) where capitalised (ie over \$5000 ex GST). E.g laboratory, photographic, audio visual, gardening & maintenance, motorcycles, trailers, office equipment.
EQ_CAP5YR	Other Equipment Capitalize 5yr	5630	Y	EQ_CAP5YR	Other Equipment Capitalize 5yr	Used when purchasing photocopiers over \$5000 ex GST. (Photocopiers are capitalised over 5 yrs, whereas all other equipment is capitalised over 10 yrs.)
EQ_NONCAP	Any Equipment Non-Capitalized	5630	Y	EQ_NONCAP	Any Equipment Non-Capitalized	Used when purchasing equipment that is not capitalised (between \$2000-4999 ex GST) E.g laboratory, photographic, audio visual, gardening & maintenance, motorcycles, trailers, office equipment and photocopiers.
LAND	Land	5001	Y	LAND	Land	Used when purchasing land.
LIB_OTHER	Library - Serials/Res Mat/Mono	5500	Y	LIB_OTHER	Library - Serials/Res Mat/Mono	Used when purchasing library assets for research / reference purposes.
LIB_RARE	Library Holdings - Rare Books	5500	Y	LIB_RARE	Library Holdings - Rare Books	Used when purchasing rare books.
MOTOR	Motor Vehicles	5300	Y	MOTOR	Motor Vehicles	Used when purchasing motor vehicles.
WIP_BUILD	Buildings - Work in Progress	5106	Y	WIP_BUILD	Buildings - Work in Progress	Used only by Central Administration when consolidating building refurbishment costs in progress.
** The cost of an asset includes any associated costs such as installation costs & freight costs.						

SHORT DESCRIPTION	LONG DESCRIPTION	Purchasing Codes	
		Capital >=\$5,000	Non-capital See note below
	<p>Questions? Email the Tax Manager Anthony Watson: awatson@unsw.edu.au or extn 51313</p>		
ACQUISITIONS (Purchases)	<p>Acquisitions are the goods or services which the University buys. Transactions affected: Requisitions, Purchase Orders, Credit Card Reconciliation, AP Vouchers & Journals.</p>		
• GST In Price, GST Is Claimable	The purchase of taxable goods or services where GST is charged and it can be claimed (ie as an Input Tax Credit – ITC). This applies to the majority of purchases.	AC	AO
• GST In Price, GST Not Claimable & Relates To An Input Taxed Supply	The purchase of taxable goods or services which are input taxed supplies but the GST charged (ie an ITC) cannot be claimed. E.g. financial supplies (such as shares and bank charges), and certain supplies relating to accommodation.	ACIT	AOIT
• GST In Price, GST Not Claimable & Relates To Specific Non-Deductible Items	The purchase of taxable goods or services which are specific non-deductible items but the GST charged (ie an ITC) cannot be claimed. E.g. meal entertainment, fines and penalties. Also used for transactions where the original tax invoice, docket or receipt is lost. Note: For meal entertainment expenses, also refer to the Fringe Benefit Tax (FBT) Guidelines as these purchases may also attract FBT.	NIAC	NIAO
• GST Free Purchase, No GST In Price.	The purchase of goods or services with no GST in the price. These are referred to as GST Free purchases. E.g. GST-free basic food; water; sewerage and drainage; also used for purchases made which are consumed or used overseas eg accommodation; international air fares, taxi fares etc. If goods and services are imported into Australia use the IMxx codes below.	FRAC	FRAO
• No ABN or Declaration, Payment Made, ABN Withholding Applied	Used where the Supplier you are buying from does not have an ABN number, and hasn't provided a declaration form (Statement by Supplier). UNSW are required to withhold 46.5% of the payment as withholding tax.	NABC	NABN
• Importation Of Taxable Goods And Services	The overseas purchase of goods and services imported into Australia, where, had they been purchased in Australia instead, would have been subject to GST. E.g. machinery, equipment, computers, software etc.	IMAC	IMAO
• Importation of GST-Free Goods And Services	The overseas purchase of goods and services brought into Australia, where, had they been purchased in Australia instead, would have been GST-Free anyway. E.g. Pharmaceutical and medicinal drugs. Also for goods imported into Australia that don't require customs declaration.	IMFC	IMFO
• Out Of Scope Payments	Purchases or payments which are not reported on the ATO Business Activity Statement (BAS). E.g. transactions between members of same GST group, payments of taxes (eg. PAYG, payroll tax, employer payments such as wages, super), and gifts and donations.	EXCL	EXCL
• Interim Process for Taxable Importations	This code is used for initial transactions in relation to Travel Allowances and Cash Advances.	EXAD	EXAD

How to use this Table - Purchases

1. In both the "Acquisitions" and "Long Description" columns, read through the information to identify which one applies to the purchase you are making.
2. If the purchase is for an Asset only, determine if the total unit price of each asset is >=\$5,000 (excl GST).
3. If it is an Asset purchase >=\$5,000 select the code in the Capital column.
4. **Otherwise, if it just a general purchase of goods or service or an Asset purchase <\$5,000, select the code in the Non-Capital column.**
5. On the VAT Details page for that purchasing line item, set the VAT Transaction Type to the code in the corresponding column.

Important Note: In some cases, a single purchase amount is made up of two or more different types of VAT Transaction Types. This is called a mixed supply. Eg: you buy both GST Free and GST supplies from a supermarket using your university credit card. For the reconciliation, you would need to split the amount into 2 lines containing the GST and GST Free amounts. The portion of the purchase containing GST would have the VAT Transaction Type set to AO, and the portion of the purchase which was GST Free would have the VAT Transaction Type set to FRAO (assuming they were all non-capital items).

ADFA Purchase Order/Requisition Specifics

Which Business Unit Should I Use For Ordering?

Purchase Orders: use Business Unit = ADFA1

Requisitions: use Business Unit = ADFA2

Travel Orders: use Business Unit = TRAVU

Which Business Unit Should I Use For Receipting?

Receipting a Purchase Order for non-eProcurement Vendors: use Business Unit = ADFA1

Receipting a Purchase Order for an eProcurement Vendor (ie order originated as a Requisition): use Business Unit = ADFA2

Travel Orders: no receipting is required for Travel orders.

eProcurement

UNSW@ADFA Procedures

Travel should NOT be booked using eProcurement at this stage. There is a review of purchasing being undertaken by UNSW Sydney and we will change the travel process once the review is complete.

Computers should NOT be purchased through eProcurement as we still have an agreement with Commander. Purchasing of computers will be added to eProc in the future.

Receiving of orders will be carried out by Financial Services. The only exception is buyers will need to receive orders in eProcurement for Corporate Express.

ACT Supplier List

The below suppliers include standard delivery to Canberra in their pricing. All other eProc suppliers may have additional delivery fees.

- Blackwoods & Protector Alsafe
- RS Components
- ASI Solutions
- Sigma Aldrich
- Millipore
- Lomb Scientific
- Foto Riesel (Alderson camera house)
- Q Stores
- Corporate Express
- Dell
- Farnell In One

Purchase Orders

In order to establish uniformity, continuity and to provide consistent search options for all areas of this Faculty we recommend the following guidelines:-

PO REF FIELD

This should always start with

1. school or area acronym/
2. short description (meaningful for your area)/
3. buyers or requesters initials & extn (up to 30 characters)

eg. FIN/CABCHGE0207/SM88718

For Travel orders use

1. school/
2. travelers initials/
3. ta number/
4. destination&departure date

eg. FIN/AY071452/SYD0603

PO HEADER DETAILS

Billing Address should be changed to ADFA INV 1. This is also where you select ONL or BLK and change currency. You are also able to enter an alternate one off email address in this field.

PO DEFAULTS

Useful for multiple line orders where schedule details for each line is identical and can be used as default. Can also select speedchart if funding from a project.

COMMENTS

It is recommended that all PO comments be entered in the Header Comments field (link below PO Defaults).

1. **Comment** should contain, for internal reference purposes, quotation information (including trade-in info), Purchase Justification, CIO and COO approval details etc.
2. **Assets comment**, if required, should provide asset location details, disposal and trade-in information, additions to existing asseted equipment etc (tick shown at receipt box). EG. Location: Finance - ZA103. Build lines 2&3 into line 1 for total asset value. Trade-in Laptop XYZ; S/N; Tag No 123456 or Build into existing asset Tag No. 654321 (remember to use non asset categories & account codes if building into existing equipment)
3. **Standard comment** to supplier containing buyer contact details, suppliers contact and quotation ref etc. The following is a word document I have saved as a PO footnote & cut/paste to each order:

Please direct any queries regarding this order to

As per Joe Bloggs - Quote Ref: 1234 dated

Please freight via TNT/DHL/Fedex Account No. (if required - Account Numbers available in Handbook)

Tax invoices should quote the UNSW order number ADFA1
Invoices may be sent electronically to cashier@adfa.edu.au

NB: TO ENSURE PROMPT PAYMENT TO YOUR ORGANISATION WE REQUEST THAT PARTIAL DELIVERIES OF THIS ORDER ARE NOT PROVIDED, WITHOUT PRIOR APPROVAL, AS PAYMENT WILL NOT BE MADE UNTIL ORDER IS COMPLETE.

PO LINE DESCRIPTION

First 30 characters from this field are used for GL & Asset reporting, therefore care needs to be taken in providing clear, concise detail. For example, the following is quote description for a pc.

HP Workstation xw9300 , HP Installer Kit for Linux, Dual Opteron 270/2.0GHz 2Core, 3 X 250GB SATA 3Gb/s 7200 HDD, 4GB (4x1GB)DDR-400 ECC reg, NVIDIA Quadro NVS285 128MB TC PCIe, 16X DVDRW, DL,LightScribe, HP USB Standard Keyboard,HP USB Optical Scroll Mouse

We would recommend the PO description read: - COMPUTER-Desktop HP xw9300 incl items as listed on Quote Number 1234. The same would apply for equipment, ensuring the first 30 characters describe the item and are not taken up with manufacturers names, codes etc.

OTHER HINTS & TIPS

- With Bulk orders it is preferable to distribute by amount to avoid AP problems paying invoices.
- When utilising PO Defaults or Speed Charts remember to amend all lines that have variations.
- Ensure that the correct category has been selected for each line as the VAT transaction type, Account & Asset codes all default from the Category selected.
- Unless you are raising a PO to pay an Invoice, select a due date at least 3 weeks from PO date to avoid receiving volumes of system generated reminder emails.

Finally, do not hesitate contacting ADFA Finance Dept for advice or assistance with any queries you may have.